

## Personal Leave Taken Before or After a Holiday 2011-2012

### When to Request

An employee who wishes to take a personal leave day before or after a holiday and does not wish to either pay the cost of the long-term substitute (licensed) or lose 40 percent of a day's pay (classified), **must** make the request through the Human Resource Department during the window. **Prior notification must be given to the principal or supervisor at least one day in advance of the request for leave.**

### How to Request

During the window, the employee may come to the Department of Human Resources or they may **email** the request. Please include your name, school, position, and date(s) you are requesting the leave. Requests left on voicemail or over the phone will **not** be accepted.

**Licensed** employees **email** Patti Hanlon at [patricia.hanlon@jordan.k12.ut.us](mailto:patricia.hanlon@jordan.k12.ut.us)  
**Classified** employees **email** Carol Bartlome at [carol.bartlome@jordan.k12.ut.us](mailto:carol.bartlome@jordan.k12.ut.us)

The employee will receive an **email confirmation**. If the employee does not receive a confirmation then Human Resources has **NOT** received your request.

Windows for holiday requests are listed below:

School Holiday	Date of Holiday	Window
Independence Day	July 4, 2011	<b>May 20 - May 30</b>
Pioneer Day	July 25, 2011	<b>June 10 - June 20</b>
Labor Day	September 5, 2011	<b>July 22 - Aug. 1</b>
Fall Recess	October 20-21, 2011	<b>Sept. 2 - Sept. 15</b>
Thanksgiving Recess	November 24-25, 2011	<b>Oct. 10 - Oct. 19</b>
Winter Recess (traditional)	Dec. 26- Jan. 2, 2012	<b>Nov. 11 - Nov. 21</b>
Winter Recess (year-round)	Dec. 26-Jan. 2, 2012	<b>Nov. 11 - Nov. 21</b>
Martin Luther King Day	January 16, 2012	<b>Dec. 2 - Dec. 12</b>
President's Day	February 20, 2012	<b>Jan. 6 - Jan. 13, 2012</b>
Spring Recess (traditional)	April 5-9, 2012	<b>Feb. 21 - March 1</b>
Spring Recess (year-round)	April 5-9, 2012	<b>Feb. 21 - March 1</b>
Memorial Day	May 28, 2012	<b>April 13 - April 23</b>

**See Jordan School District Policy DP335 NEG Personal Leave - Licensed**  
**See Jordan School District Policy DP335B NEG Personal Leave - Classified**